



MISSISSIPPI MUNICIPAL SERVICE COMPANY
MISSISSIPPI MUNICIPAL WORKERS' COMPENSATION GROUP
MISSISSIPPI MUNICIPAL LIABILITY PLAN

Safety

Rules

and

Procedures

While accuracy is not guaranteed, this publication was prepared solely for the exclusive use of Mississippi Municipal Service Company customers. It is designed solely to assist our clients in maintaining their own risk management and loss prevention activities, and is not intended to replace their own efforts in providing a safe environment for employees, the public, and/or the preservation of property.



SAFETY RULES AND PROCEDURES

SAFETY BEHAVIOR

Safety Rules and Procedures are an essential part of any safety activities. Proper safety behavior is necessary to protect employees. Working and behaving safely increases the effectiveness of work activities and reduces the possibility of accidents and injuries to employees. Safety rules and procedures are needed to instruct and remind employees to complete work assignments safely.

DEVELOP SAFETY RULES

Your municipality or business needs to develop a list of general safety rules that apply to all employees. This general list should be kept short and confined to activities common for all employees. Specific safety rules should be developed for each department. The rules should not try to cover every possible situation, which could lead to frustration. Keep them simple and understandable.

SAFETY RESPONSIBILITY

Safety Rules should be used to help inform employees of their safety responsibilities. Employees should be educated about the rules and procedures that apply to their work positions. Supervisors should train new employees before allowing them to begin their work tasks and train existing employees about new and changed safety procedures. The safety coordinator or risk manager should assist in the overall training of general safety rules, especially for supervisors.

RETRAINING

Supervisors should enforce the safety rules and procedures under their management. Employees violating the safety rules or procedures should be retrained by their immediate supervisor and documentation of the training retained. Retraining is a positive method of reviewing safety rules and evaluating the proper procedures to help keep employees safe. Take a positive approach to safety and show employees the advantages of a safer workplace for them and their fellow employees. Disciplinary actions should only be used as a "last resort", when retraining does not have an effect on the employee's behavior or actions.



HOW TO DEVELOP SAFETY RULES

1. Develop A List Of Potential Rules.

Begin a list of potential rules. Remember, the fewer the rules the better. Begin by selecting only those rules that are critical to the job. The remaining items are still important, but you should incorporate those into training procedures for workers rather than making formal rules out of them.

2. Interview Supervisors and Workers.

Get the supervisors and employees involved in the creation of potential rules. Ask them how their job could be done more safely and what concerns them about their tasks. Analyze their comments and develop some rules based on their ideas. They are more apt to follow the rules they helped to write.

3. Separate Specific Rules From General Rules.

Specific rules should be posted only in the areas where they apply. The general rules should be distributed to all employees and posted throughout municipal work areas.



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4. Make Sure Everyone Is Aware Of The Rules.

- A. Have the supervisor explain the rules in a meeting.
- B. Post rules in a visible area.
- C. Make sure new employees are indoctrinated by their supervisors.
- D. Place new rules in workers' salary envelopes.

5. Inspect the Work Area.

Make a list of unsafe work practices and hazards that will help identify rules to protect workers in each job position or work task.

6. Review Past Accidents.

Identify accidents that have occurred often or have been serious. Determine if these have resulted from unsafe acts or unsafe conditions. This is prime territory for some good safety rules.

7. Eliminate Safety Issues.

The safest jobs are always those that limit an employee's chance to make a mistake. Engineer the problem out by eliminating the potential hazards in the first place. Consider ways to avoid the problem in the first place by engineering the hazards, removing hazards away from workers, furnishing equipment to reduce hazards, etc.



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8. Require Supervisors To Enforce the Rules.

Supervisors have authority over their employees and are directly responsible for the safety and health of their employees. It is critical that supervisors do not expect the safety coordinator, or risk manager, to be the enforcer. Employees work directly under their supervisors and it is only logical that the workers be managed by their supervisor.

9. Make Sure The Rules Are Enforced Consistently.

Too often, the biggest offenders are management employees! A rule is a rule. All employees, including management, are covered uniformly.

10. Review the Rules Regularly.

Make sure they still apply. Monitor the need for additional rules or adjustments to existing rules.



GENERAL SAFETY RULES (SAMPLES)

- 1. Report all injuries or accidents to your supervisor immediately.**
- 2. Report hazardous conditions to your supervisor immediately.**
- 3. Drinking alcohol or using illegal drugs on the job or during working hours is prohibited. Any employees reporting to work under the influence of alcohol or illegal drugs or using them during work hours shall be subject to disciplinary action or possible termination.**
- 4. Avoid horseplay and practical jokes on the job.**
- 5. Obey all safety signs, such as “No Smoking”.**
- 6. Only authorized personnel shall operate equipment and machinery.**
- 7. Appropriate safety guards must be kept in place on machinery and equipment at all times, except for servicing while utilizing proper locking out procedures.**
- 8. All employees must wear appropriate clothing and use proper personal protective equipment suitable for the type work being performed.**



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- 9. Drivers shall obey all motor vehicle traffic laws. Drivers must wear seat belts, observe the proper speed limits, and use proper signaling during lane changes.**
- 10. Bend your knees and keep your back straight when lifting. Never twist. Use material handling equipment for heavy or bulky objects.**
- 11. Tripping hazards must be removed for aisles and passageways. Maintain electrical cords, telephone lines, computer cables, and other obstacles along the walls, under furniture, or properly covered and clear of walking pathways.**